

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE8507136  
POSITION NO: 949246  
CLASS CODE: 4080

Date Posted: 11/05/12  
Closing Date: 11/19/12

POSITION TITLE: BUILDING MAINTENANCE SUPERVISOR  
DEPARTMENT NAME: NAVAJO HEAD START - Tuba City Agency  
DEPARTMENT NO: 850 WORKSITE LOCATION: Tuba City, Arizona  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: V62A  
Days: Mon-Fri Permanent: ☒  
Hours: 8:00-5:00 Temporary: ☐ SALARY:  
Part-Time: ☐ Duration:                      \$ \$33,633.60 Per Annum  
No. of Hrs/Wk: 40 \$ 16.17 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Receives job orders for building maintenance work, sets priorities and makes estimates of the amount of material and time required to complete work; discusses priorities and estimates with supervisor; may make drawings or diagrams; assigns, supervises, coordinates and evaluates the work of craftsmen, mechanics and helpers engaged in building maintenance and operations work; checks jobs for progress, proper use of materials and quality of workmanship; trains and instructs workers; inspects buildings to identify needs for maintenance; instructs subordinates in safe work practices and procedures and inspects work areas for hazards; orders materials required for projects may perform work in one or more building trades in emergency situations; acts for supervisor in his absence. Must be knowledgeable in supervisory skills and will maintain an effective working relationship with all employees and subordinates.

Inspects sites to determine feasibility of work; determines if work is to be performed in-house or contracted out; determines scope of work; estimates costs including materials, labor and length of time required until completion; plans, prioritizes, and schedules work; prepares requisitions for materials; orders or purchases necessary supplies; ensures materials and tools are available to initiate work order; schedules craftsman; conducts site inspections during work progress to ensure proper safety and work performance.

Inspects on-going work projects; ensures work is performed at required standards and according to safety standards and regulations; prepares status reports for upper management and departments; prepares scope of work for various jobs and writes contracts; meets with vendors, contractors and committees; calls in workers for emergencies such as outages in heating, sewer or water lines; makes final inspections of completed work and prepares final authorizations and billings for departments.

Performs duties of a working supervisor by repairing plumbing including replacement of water heaters, faucets, water and sewer pipes; by running or installing electrical wiring, fuse boxes, outlets and fixtures; replacing furnaces and boilers; running water well checks and repairing or replacing water pumps and motors; troubleshoots, repairs and/or replaces kitchen appliances; runs, installs and inspects gas lines; does rough in and finish carpentry work; fabricates and installs directional and informational signage.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associates degree in construction or Maintenance; and

**Experience:** four (4) years of progressively responsible journey level construction or maintenance experience, of which, two (2) years must have been in a supervisory capacity; or an equivalency combination of education, training and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, and Navajo Nation laws, rules, regulations and guidelines related to building maintenance, remodeling, repair and occupational safety and health practices and procedures. Knowledge of technical trade codes related to electrical, plumbing, carpentry, roofing, etc. Skill in reading and interpreting facility and building blueprints, schematics and designs. Skill in prioritizing, coordinating and scheduling projects, delivery of materials and manpower.

**License/Certification Requirements:**

Special Requirements: Must obtain within 90 days of employment: 1) Must pass a criminal background check, fingerprinting and employee assessment prior to employment; 2) Physical Examination; 3) Valid State Driver's License and 4) Navajo Nation Tribal Permit. Work involves a minimum of physical effort primarily in an office setting with occasional work in the field or remote work sites.

**VETERAN'S PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**